

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Licensure/Certification Requirements of Staff	
Policy Number: PRP 08	Standards/Statutes: ARM 37.27.130
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To describe the licensure/certification requirements of staff employed at the facility.

POLICY: Any staff whose position requires licensure or certification from the State of Montana to legally perform the duties of their profession and their position within the facility, shall ensure that their license/certification is maintained in current status and provide a copy of their license/certification to the personnel staff for inclusion in their personnel file. Failure to keep a license/certification in current status or to misrepresent ones licensed/certified status will result in suspension until current status is acquired or other disciplinary action up to and including termination of employment.

PROCEDURE:

Professional Staff

- I. Professional staff who typically require licensure or certification include, but may not be limited to: Medical Doctors; Registered Nurses; Licensed Practical Nurses; Social Workers; Professional Counselors; Psychologists; Chemical Dependency Counselors
- II. Licensure/certification is that which is provided through the Professional & Occupational Licensing Bureau of the Department of Commerce within the State of Montana and defined in appropriate statute
- III. It shall be the responsibility of the individual to ensure that they achieve the required Continuing Education Units of their particular professional license/certification within the required time lines for renewal of their license/certificate, in order to maintain themselves in current status. Copies of all CEU certificates are to be provided to personnel staff for inclusion in the personnel file.
 - A. Professional staff requiring licensure/certification may be considered for employment prior to achieving their license/certification, provided they meet all eligibility requirements as set forth by the Professional & Occupational Licensing Bureau, and only need supervised clinical hours

and testing to achieve their license/certification. Staff in this circumstance will have a conditional hire with a time line requirement to achieve their required license/certificate.

IV. Other certification

- A. Staff who are required to obtain and maintain certification in areas such as CPR (cardiopulmonary resuscitation), non-violent crisis intervention, or other areas, shall do so and maintain a current status as may be appropriate or required by their position and provide a copy to personnel staff for inclusion in their personnel file.

V. Reciprocity

- A. Any licensure/certification reciprocity from another state or licensing body other than the State of Montana shall have the written approval of the Professional & Occupational Licensing Bureau of the State of Montana prior to hiring by this facility, if such licensure/certification is a requirement of the position being hired for.

Revisions:

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	Name Title	Date

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